



BRIAN SANDOVAL
Governor

STATE OF NEVADA

GAMING CONTROL BOARD

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A.G. BURNETT, *Chairman*
SHAWN R. REID, *Member*
TERRY JOHNSON, *Member*

February 04, 2014

Position: Administrative Coordinator

Division: Administration

Type: Permanent Fulltime, Unclassified

Recruitment: All qualified applicants

Location: Carson City

Special Note: Recruitment will close February 12, 2014 @ 12:00 P.M.

Position Summary

Under administrative direction of the Chief of the Administration Division and the daily management of the Information Services Manager, the incumbent is responsible for managing the Records & Research Services function within the Administration Division. In this capacity the incumbent will be responsible for actively performing research, developing information/data, preparing correspondence, writing reports, sealing records, and disseminating records as permitted. The incumbent will continually develop and manage the records environment for the efficient storage, retrieval and control of the Gaming Control Board's (Board's) and Nevada Gaming Commission's records. In addition, the incumbent will be fiscally responsible for Records & Research Services and will perform related duties as required.

This position acts as the Board's Custodian of Records performing related work as required and is accountable in collaboration with the Information Technology Section for the successful management of the Board's records and information management technologies.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelors Degree in Library Science, Business Administration, Public Administration or other applicable degree and four years of experience with an organization which provided extensive knowledge of management principles and practices, and the planning, development and evaluation of programs; or

An equivalent combination of education and work experience.

Both education and experience can be substituted on a year for year basis.

Annual Salary Range

Employee / Employer Paid: up to \$84,089

Contact Information

To apply for this position, please go to www.gaming.nv.gov (under the Human Resources tab, go to Job Opportunities) to fill out the job application for the Administrative Coordinator position.

Please apply no later than 12:00 p.m., Wednesday February 12, 2014.

The Gaming Control Board is an equal opportunity employer and does not discriminate on the basis of sex, age, religion, race, sexual orientation or disability. If accommodation for a disability is needed during the recruitment process, contact the Personnel Office.